

FULL BOARD MEETING
April 10, 2019
SUMMARY

- TRUSTEES PRESENT:** Sue Mailman, Tammy Murray, Geraldine Herlihy, Kimberly Roy, Benjamin Aryeh, Lucille DiLeo, Jennifer Davis Carey (5:30)
- TRUSTEES ABSENT:** Linda Cavaoli, John Lafleche, Edward Moore, Juan Gomez
- OTHERS PRESENT:** President Pedraja, VP Steve Marini, VP Lillian Ortiz, Interim VP Nancy Schoenfeld, Assistant VP Deb LaFlash, Interim Executive Director of HR Beth Austin, Asst. VP Kathy Rentsch, Dean Leslie Horton, Dean Pat Schmohl, Dean Betty Lauer, Karen Rucks, Susan McPherson, Judy Colson, Selina Boria, Board Secretary

Meeting commenced at 5:05pm by Chair Mailman

Minutes of the February 27, 2019 Meeting were reviewed.

Upon a motion duly made, the Minutes of the February 27, 2019 meeting were approved.

AUDIT REPORT:

1. New Financial Statements with updated OPEB Allocations ~ Lisa DiGiusto from O'Connor and Drew participated via teleconference.

Ms. DiGiusto highlighted major changes to the report due to an error in calculations of OPEB allocations by the actuarial firm. She walked the group through the packet and noted all changes which were found in January 2019 after all financials were submit in the fall. Page 18 highlights the number that changed is deferred outflows due to OPEB and was decreased by \$7300. The net liability decreased by \$3million. Expenses increased by \$19,000 in FY18. Note 2 on page 30 summarizes the changes and walks through what happened. These changes were voted and accepted at the March 13th Executive Committee meeting in order to meet deadline.

2. Single Audit ~ with Lisa DiGiusto from O'Connor & Drew (conference call)

Ms. DiGiusto explained that their firm audited three programs and had two findings related to student financial aid. No deficiencies in internal controls were found. In summary, financial aid awards of \$39million were disbursed in FY18. Lisa reviewed the different types of audits and risk levels. They selected Perkins, and Adult Education but finding was found in financial aid. Page 11 notes finding 2018-001, which is related to students being made aware their accounts will be credited. Found 16 of 40 students tested were not notified of this – Spring 2018. Human error with a single batch and management agreed. Finding 2018-002 was a type of repeat finding relative to verification and household members. Again noted it was a human error. Summary of previous findings revealed no repeat findings. Managements' corrective

action plan is included. This was accepted on March 13th at the BOT Executive Committee.

Lisa DiGuisto left the meeting at 5:25pm.

COMMITTEE REPORTS

A. Audit and Oversight

Trustees Cavaoli (Chair), DiLeo, Gomez, Herlihy, and Moore

No Meeting

1. Trust Fund Budget Report for Current Period ~ VP Steve Marini and Assistant VP Deb LaFlash

VP Marini walked the group through the current budget numbers for FY19. He noted revenue, fees and tuition are on track with a slight increase in program fees. Workforce Development which includes police academy are on track. Steve highlighted a processing change statewide to the MARS system, which is having an impact on the Other Revenue. Total revenue received at 92%.

Expenditures – right on track for budgeted amount for the year. Some areas spending below last year at this point. FA spending less due to no consultant costs this year and delayed staffing decisions. Cuts in athletic center part-time work was noted. The Operational Budget was shared in more detail, which gives a more detailed view of the overall budget.

Upon a motion duly made the Trustees accepted the budget report as presented.

B. Strategic Planning, Education, and Student Success

Trustees Lafleche (Chair), Davis Carey, Murray, Roy, and Aryeh

No Meeting

C. Executive

Trustees Mailman, Cavaoli, Lafleche, and Murray

1. Policy Review and Approvals:

a. Revised Vehicle Use Policy ~

VP Marini shared that the revisions to this policy help define how College-owned vehicles will be signed out.

b. Revised Alcohol and Drug Policy ~

This revised policy combines the existing Drug and Alcohol Policy for Students and the Drug and Alcohol Policy for Employees into one combined policy. It also incorporates the state-wide policy on marijuana, which was a stand-alone policy. Additionally, the ban of electronic cigarettes/vaporizers has been added.

c. Revised Smoke-Free Environment Policy ~

This revised policy has added a ban of the use of electronic cigarettes and vaporizers on campus to the current Smoke-Free Campus Policy.

Upon a motion duly made, the revised Vehicle Use Policy, Alcohol and Other Drugs Policy and Smoke-free Environment Policy were approved.

2. Tenure Approval ~

Faculty and Unit Professionals in their 6th year of employment went through a peer committee review and were fully recommended for tenure by the Committee, area VP and President. It was inquired about what happens if a person does not receive tenure – then they receive a 1 year terminal contract. This has not occurred in recent years.

Effective July 1, 2019

Judith D'Angelo	Enrollment Counselor (Senior Admissions Counselor)
Rebecca King	HRM Program Food Service Lab Site Supervisor
Eric Saczawa	Coordinator, Career and Academic Planning Services, Technology and Web-Based Services
Anne Shore	Coordinator of Disability Services
Matthew Sullivan	HRM Program Food Service Lab Site Supervisor
Nichole Wheeler	Career Development Counselor

Effective September 1, 2019

Susan Boland Shepherd	Associate Professor of Nurse Education A.D.N. Program
Kristy Glover	Associate Professor of Criminal Justice
Damian Kieran	Associate Professor of Manufacturing Technology

Upon a motion duly made, all candidates presented for tenure were approved.

3. Emeritus Approval ~

Candidates are considered through committee review and recommended by the VP and President.

Faculty Emeriti:

Professor Carol Bosworth – Nurse Education

Professor Deborah Coleman – Surgical Technology

Professor Pamela Fleming – Medical Assisting

Professor Paula Moreau – Nurse Education

Professor Stanley Peromsik – Foreign Languages

Professor Ellen Vangel-Brousseau – Advanced Placement Programs LPN to AD,
Paramedic to AD and Nurse Ed Evening

Professor Betsy Zuegg – Developmental English

Administrative Emerita:

Dean Leslie Horton – Math and Science

Upon a motion duly made, all faculty and administrative candidates for Emeritus were approved.

OTHER BUSINESS

1. **Marketing Presentation** ~ Josh Martin, Director of Institutional Communications

Mr. Martin presented on the new marketing campaign, “College Made Smarter”. Josh’s PowerPoint presentation and links to commercials will be forwarded to all Trustees.

Tammy pointed out importance of highlighting support services in messaging and to do even more advertising. Josh received many commendations from Trustees.

2. Trustees' Citizen's Award ~

Dr. Matilde Castiel, former QCC Trustee was recommended for this award by President Pedraja.

Upon a motion duly made, Dr. Castiel was approved as the Trustees' Citizen Award Recipient

PRESIDENT'S REPORT

1. Informational Personnel Items included in packets

Upon a motion duly made the Personnel Actions report was accepted.

2. President's Out-of-State Travel

3. President's Leave Time

4. Ongoing Initiatives

- Luis highlighted campus initiatives and happenings - Suicide Prevention Protocol and addition of 2 new sports on campus - men's soccer and women's volleyball.
- The VPAA search has launched with a contract with ACCT Search and they are working to identify a consultant to lead a national search. A committee is being developed with VP Ortiz and Professor Grimaldo as co-chairs. Timeline includes launching advertising in May, interview and assess candidates over the summer and then have more faculty and staff involvement in early fall. ACCT will help establish a timeline.
- Luis is attending the AACC Conference next week and Professor Amy Beaudry will be receiving the Dale Parnell Distinguished Faculty Award in Orlando, FL.
- Victor Somma, Assistant VP of Extended Campus Operations has been in a motorcycle accident and is currently in the hospital at UMass.
- Cannabis Control Commission is coming to Worcester, but during renovations of Union Station, so QCC is sub-leasing part of the downtown campus.
- Luis reviewed the DOL TAACCT grant which QCC was a financial agent for a collaboration of the 15 campuses and an advertising campaign - the Office of the Inspector General noted that the campuses are liable for \$1million, split by 15 plus legal counsel fees. The College is in a process of appeal. Looking at a local firm that is licensed in DC as well and has experience with the DOL disputes.
- Southbridge campus lease up next year and an RFP has been issued. Luis noted the high school was contacted and they stated it is not possible at this time.
- Legislative updates – Luis and others from the MACC met with Caucus Chairs for Gateway Cities and addressed needs of the areas and resources to support ESOL as a priority, plus Dual Enrollment and workforce development. Cherish Act is under consideration and an amendment is being put forth with support from the CC Presidents to ask money is added to the budgets without further restrictions. If

successful, QCC could see \$2million more in allocation. The list of statewide legislative priorities were resent to Trustees following the meeting.

Upon a motion duly made, and with no further business to be presented to the Board, the meeting was adjourned at 6:25pm.

Respectfully submitted,



**Selina M. Boria
QCC Board Secretary**